

Q-P-17

Procedure Manual

Use of Company Marks and Logos

Approved by: Johann van der Merwe

Signed:



Dated: 12th October 2018

Revision: 002



PROCEDURE MANUAL

Description: Use of Company Marks and Logos	Reference Number: Q-P-17
Cross Reference: 17021:2015 Clause 9	Effective Date: 12-10-2018

1.0 Scope

To define the Use of Company Marks and Logo's Process of SHEQ National CERT.

2.0 References:

ISO 19011:2018
 ISO 17021:2015
 ISO 17021-2: 2016
 ISO 17021-3: 2017
 ISO 17021-10:2018
 IAF Relevant Publications
 SANAS Relevant Publications

3.0 Requirements and Responsibilities:

It is a responsibility of the Managing Director to ensure that the following requirements are complied with.

Reference to certification and use of Logos

The SHEQ NATIONAL CERT Registration Marks and Logos which the clients are authorised to use are shown in this procedure. Use of the Logos is strictly limited to the clients whose management systems have been successfully certified by SHEQ NATIONAL CERT. The use of Logos incorporating the SANAS accreditation symbol is subject to the regulations stipulated in R 04 Conditions for Use of Accreditation Symbols, Reference to Accreditation and Combined Logos (<http://www.sanas.co.za/>).

These Logos may be used on stationary (with exception of inspection, test and calibration reports; furthermore, the Logos must have no more prominence than the logo of the certified entity), advertising material (related in whole or in part to the goods or services described in the scope of registration), promotional goods (except such goods as calendars, diaries or mugs), flags (displayed within site boundaries), vehicles, primary and secondary packaging (must include a statement, such as "this product was manufactured in a plant whose quality management system is registered as being in conformity with the International Standard"), signs (permitted on internal walls, doors and exhibition stands, but not on a site boundary, external wall or flag) and corporate clothing, and in corporate literature, which relates to the activities covered under the scope of registration.

There is no restriction on location on the page, or size of the single SHEQ NATIONAL CERT Registration Logos, except that the Logos may not be used on products (seen by the consumer, it may be interpreted as a statement of product conformity) or in association with activities or locations not covered under the scope of registration.

If a nonconformity regarding the use of the SHEQ NATIONAL CERT Registration Logos is identified during the audit, the auditors shall raise a finding. The only permissible correction is the immediate removal (removal at the next print run is not acceptable). In some cases suspension, withdrawal of certification, publication of the transgression and legal action may be implemented.

Complaints from the public/users about the abuse of SHEQ NATIONAL CERT Registration Logos by the SHEQ NATIONAL CERT clients, shall be dealt with according to procedure Q-P-08 Handling of Complaints

SHEQ National CERT (Pty) Ltd have rules governing the use of any statement on product packaging or in accompanying information that the certified client has a certified management system. Product packaging is considered as that which can be removed without the product disintegrating or being damaged. Accompanying information is considered as separately available or easily detachable. Type labels or identification plates are considered as part of the product. The statement in no way imply that the product, process or service is certified by this means. The statement include reference to:

1. identification of the certified client;
2. the type of management system (e.g. quality, environment) and the applicable standard;
3. SHEQ National CERT (Pty) Ltd issuing the certificate.

SHEQ National CERT (Pty) Ltd through legally enforceable arrangements require that the certified client:

1. conforms to the requirements of SHEQ National CERT (Pty) Ltd when making reference to its certification status in communication media such as the internet, brochures or advertising, or other documents;
2. does not make or permit any misleading statement regarding its certification;
3. does not use or permit the use of a certification document or any part thereof in a misleading manner;
4. upon withdrawal of its certification, discontinues its use of all advertising matter that contains a reference to certification, as directed by SHEQ National CERT (Pty) Ltd;
5. amends all advertising matter when the scope of certification has been reduced;
6. does not allow reference to its management system certification to be used in such a way as to imply that SHEQ National CERT (Pty) Ltd certifies a product or process;
7. does not imply that the certification applies to activities and sites that are outside the scope of certification;
8. does not use its certification in such a manner that would bring SHEQ National CERT (Pty) Ltd and/or certification system into disrepute and lose public trust.
9. Make no use of the SHEQ NATIONAL CERT (Pty) Ltd and its Accreditation bodies marks (logos) that can be misleading or unacceptable to SHEQ NATIONAL CERT (Pty) Ltd or South African National Accreditation (SANAS)

Marks SHEQ National Cert (Pty) Ltd:



C69b



C69b



C69c

Logos Client:



Certified: ISO 9001:2015



Certified: ISO 14001:2015



Certified OHSAS 18001:2007

The use of logos will be verified by the Audit team during each audit.

Approved by Date :	12-10-2018	Approved By:	Johann van der Merwe
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